

EARLY HEAD START HOME VISITOR

DEFINITION: Under general supervision, performs work of moderate difficulty in providing early childhood techniques and practices to parents, guardians and families of children zero to three years of age; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Conducts home visits; works with parents to develop and implement an educational program that includes appropriate child development activities, bilingual/multicultural approaches, individualized child development plans and evaluation of child/family progress; identifies special needs child(ren), assists parents in the development of 'Individualized Education Plan 'and' Individualized Family Service Plan'; plans; develops and implements schedule for home visits, family activities and meetings with parents.

Assists pregnant women and teenagers through referral to appropriate service providers and/or systems of prenatal and postpartum care; serves as a liaison between parents and the Early Head Start program; provides training to families on the Early Head Start requirements and the Head Start education, health, social services, nutrition, parent involvement and special needs components; assists parents in obtaining appropriate provider services for child.

Involves parents with on-going assessment of child; encourages and promotes the family's achievement of self-sufficiency; conducts development screenings; recruits new enrollees for the home base program and maintains waiting list; responsible for regular maintenance of assigned vehicle; prepares and maintains required records and reports; maintains strict confidentiality of all records; attends meetings, training, and seminars.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of federal, state and Navajo Nation rules, regulations, standards, policies and procedures related to Head Start Programs, child care, and pre-schools.

Knowledge of the principles and practices of child development and early childhood education.

Knowledge of the principles of child health, safety and nutrition.

Knowledge of the principles of adult learning and family dynamics.

Knowledge of community resources available for families.

Knowledge of the Navajo culture and traditions.

Skill in maintaining confidential records.

Skill in establishing and maintains effective working relationships.

Ability to interpret and comply with applicable rules, regulations and policies.

Ability to plan, organize and coordinate lesson plans.

Ability to nurture, motivate, teach and influence children.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires lifting up to 50 pounds, bending, stooping, sitting on the floor and participating in children's activities; exposure to children and their diseases.

MINIMUM QUALIFICATIONS: A high school diploma or GED; a Child Development Associates (CDA) Certificate; and two (2) years experience in family services, child development or early childhood

THE NAVAJO NATION

Class Code: 3656
Community Education and Counseling Series
Early Head Start Group
Overtime Code: Non-Exempt
Pay Grade: 57

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education; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

SPECIAL REQUIREMENTS: Must possess a valid state driver's license. Within 90 days of employment, must pass a criminal history background check and a physical examination; and obtain a Navajo Nation's Operator's Permit, a First Aid Certificate, and a Cardiopulmonary Resuscitation (CPR) Certificate. Additional licenses or certificates may be required.

Depending on the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.